

SEVEN WAYS TO PREVENT WAGE UNDERPAYMENT



-  **Regularly perform a wage audit** – Compare what you actually pay your employees against the relevant legislated entitlements that you should be paying. This applies to all employees, regardless of whether they are on an agreed salary, or other agreement or award that hasn't changed.
-  **Perform additional audit tasks when employee conditions change** – These events should all trigger a review of complete employee entitlements: minimum wages increase, birthdays, changes of duties, or changes to qualifications – to ensure you are paying everything you have to.
-  **Have easy and clear methods for your employees to communicate suspected issues with you** – This will help you to detect issues early, build employee-employer trust and minimise any ill-will that may have been caused. Provide easy options for your staff to communicate with you, and make sure you reply to their enquiries quickly, transparently and accurately.
-  **Keep track of changes that impact pay entitlements** – Subscribe to industry forums, associations, government agencies and thought-leadership channels, such as the FWO and ATO, which keep up to date with changes that could impact your business. You can also subscribe to our Aurion website for regular compliance updates.
-  **Where an applicable award or agreement has changed, retrain your team and change your processes if required** – A change to payroll entitlements should immediately trigger a review of your end-to-end payroll function to ensure that any impacted processes are identified, and a thorough review of the applicable legislation is conducted.
-  **Train your payroll staff and retrain them regularly** – Make sure that everyone understands how entitlements should be correctly calculated; they receive regular updates about relevant payroll changes from industry groups or bodies; and is a member of a payroll industry group, if possible.
-  **Check your compliance with timeframes** – You may be paying correctly, but are you paying on time? Keep in mind that underpayments can still happen as a result of late payment, particularly for entitlements like superannuation.



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